

Job Title: Grace Kids Coordinator

Date Available: December 1, 2026

Compensation: \$12,000 annually

Weekly Expectations: 8 hours/week (3 hours/Sunday and 5 hours the rest of the week)

Responsibilities: The role can be broken down into **weekly, monthly, quarterly, and annual** responsibilities. This is not an exhaustive list, but it covers most of your assignments. Your supervisor is Gavin Lymberopoulos, and he may occasionally add other tasks assuming you have bandwidth in your eight hours/week of work.

- On a weekly basis the Grace Kids Coordinator will send out reminders to the volunteers. The coordinator will make sure the crafts, lesson, and computer are in each Sunday school room so that the teachers have the materials they need to teach the children. The coordinator will spend time recruiting new volunteers through emails, Sunday announcements, and personal requests.
- On a monthly basis the Grace Kids Coordinator will teach Grace Kids on three separate Sundays. On occasion, the coordinator may also have to step in and cover for a missing teacher. (This should only happen 3-4x/year.) The coordinator should expect to teach thirty-six to forty Sundays per year. Additionally, on weeks where your eight hours allow it, we would welcome you to invite volunteers to coffee, and we will happily provide a budget for such occasions. We anticipate you would pursue two meetings like this a month.
- On a quarterly basis the Grace Kids Coordinator will build and publish a three-month calendar of volunteers after learning their availability. This will need to be monitored and updated as needed.
- Finally, on an annual basis the Grace Kids Coordinator will organize four events:
 - o August: A training for volunteers
 - o December: A Christmas pageant rehearsal
 - o May: An end of year 'thank you party' for volunteers
 - o July: A party for students finishing second grade/Grace Kids

As a church, we are committed helping parents raise their children in the Lord (Ephesians 6:4), and we are grateful for your willingness to partner with Grace as we seek to declare the Gospel to the next generation (Psalm 145:4-6). Our desire is for you to have a monthly meeting with a mentor who we will help you identify, so that you are receiving personal encouragement as you serve the families of Grace.

Please email Jack Trimble (jack@gracefortcollins.org) or Michelle Hastings (Gracenursery@gracefortcollins.org) if you would like an application.